



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361-0001

IN REPLY REFER TO

NAVAIRINST 12720.3A
AIR-7111A
10 Oct 90

NAVAIR INSTRUCTION 12720.3A

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND HEADQUARTERS EQUAL EMPLOYMENT
OPPORTUNITY COMMITTEE

Ref: (a) NAVAIRINST 12720.4

1. Purpose. To establish the Naval Air Systems Command Headquarters (NAVAIRHQ) Equal Employment Opportunity (EEO) Committee and assign responsibilities for carrying out the requirements of the EEO Program per reference (a).
2. Cancellation. This instruction supersedes NAVAIR Instruction 12720.3 of 3 September 1985. A)
3. Policy. All organizations shall ensure representation on the headquarters EEO Committee and support employee participation in this facet of the EEO program. A)
4. Discussion. Active, results-oriented EEO committees have proven to be effective forums for the collection and exchange of essential information, ideas, and for making recommendations for improvements in the overall personnel management decisionmaking process. Within NAVAIRHQ, deputy commanders, assistant commanders, and the Comptroller (AIR-08) have existing EEO committees to assist them in carrying out their responsibilities for planning and executing effective EEO programs within their respective organizations. The NAVAIRHQ EEO Committee is established to provide a forum for the coordination and implementation of EEO initiatives and activities for NAVAIRHQ overall to enhance the EEO Program. A)
5. Functions. The NAVAIRHQ EEO Committee will function as a recommending body to the Equal Employment Opportunity Officer Commander Naval Systems Command (COMNAVAIR) and the Headquarters Deputy Equal Employment Opportunity Officer (DEEOO) (AIR-7111A) on programmatic issues. The Committee also serves as a task oriented body and will:



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a. review or develop EEO data including statistical analyses of each organizational segment within headquarters to determine how well the various aspects of EEO policy are being carried out. Areas covered may include recruitment, employee training (including special assignments, temporary promotions, and details), supervisory training, promotions communications, and complaint patterns;

b. provide recommendations to the DEEOO for action and for inclusion in affirmative action plans to improve status of minorities, handicapped, and women, and monitor actions under the plans;

R) c. serve as a "sounding board" in conjunction with the AIR-7111A for determining attitudes by and toward minorities, handicapped, women, and other groups subject to discrimination throughout headquarters;

d. meet periodically with the DEEOO to discuss results of AIR-7111A or NAVAIRHQ EEO Committee reviews, problems identified, and recommend solutions, and ways in which the Committee may help advance the EEO goals and objectives of COMNAVAIR;

e. support efforts to develop an effective community relations programs; and

A) f. provide forums for education, training, and information exchange and represent NAVAIRHQ at special events.

6. Membership. The NAVAIRHQ EEO Committee will, as a minimum, include the following membership:

a. Representatives

R) (1) Chairpersons from organization EEO committees will be voting members. Program Executive Officers may be considered groups for purposes of this instruction or may choose to be represented by AIR-01.

R) (2) Vice chairpersons from organization EEO committees will attend NAVAIRHQ EEO Committee meetings and vote when primary members are absent.

A) (3) The Office of the Commander (AIR-00), Vice Commander (AIR-09) and Deputy Commander (AIR-07) may consolidate as one EEO Committee (AIR-00/09/07).

(4) One military voting member will be appointed by COMNAVAIR to represent the military community.

(5) As many as three additional military or civilian voting members may be appointed by AIR-00, AIR-09, or AIR-07.

b. Ex Officio Members (nonvoting)

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- (1) NAVAIRHQ DEEOO.
- (2) NAVAIRHQ Special Emphasis Program Manager (SEPM).
- (3) CCPO Representative.

c. A chairperson and vice chairperson will be elected for a 1 year term from the membership by the NAVAIRHQ EEO Committee and appointed by AIR-00, AIR-09, AIR-07. In the absence of the group's alternate member, the presiding officer may cast the official vote for the group he/she represents.

d. No person will be required to serve on the Committee against his or her wishes.

e. Tenure of a NAVAIRHQ EEO Committee member will be based on his or her tenure as chairperson of a group EEO committee. For members not serving as official group representative, the term will be 2 years.

7. Meetings. Committee members will meet no less than quarterly, and as called by the chairperson, the DEEOO, or designee. Minutes of the meetings will be made a matter of record, and retained in the EEO office.

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a. AIR-00 or designee will meet with the Committee, at a minimum, on an annual basis.

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b. The Committee may, from time to time, invite other management officials to its meetings.

c. NAVAIRHQ EEO Committee meetings will be open to all NAVAIRHQ employees.

8. Action

a. Each group will provide representation to the NAVAIRHQ EEO Committee via the chairperson and vice chairperson of the group-level EEO committee. Appointments will be confirmed by memorandum with accompanying memorandums of understandings. In the absence of a group-level committee, the group head will arrange for other representation to the NAVAIRHQ EEO Committee.

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b. The DEEOO or designee provides advice, information, and coordinates the committee as necessary.

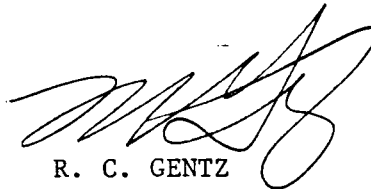
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c. Supervisors of committee members will allow sufficient time for pursuit of committee responsibilities within the limits of the necessary work load.

R) d. Additional personnel will provide counsel as requested by the NAVAIRHQ EEO Committee. Within NAVAIRHQ they may include but not be limited to the Command Equal Employment Opportunity Staff (AIR-7111).



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